



HR/EEO FEDERAL SUPPLY SCHEDULE

GRA, Inc. is a rapidly growing business that GRA provides a wide range of human resources management/EEO services to all agencies of the Federal government. Many of our 100+ associates are former Federal subject-matter experts in human resources management and EEO with advanced degrees and a wealth of knowledge and experience in all Federal HR aspects. They reside in over 20 states, with a concentration of individuals in the Washington, D.C. metropolitan area. You will find a complete listing of our services, capabilities, past performance, clients, staff resumes, prices, and related information on our web site: <http://www.grainc.com>.

Please call GRA at 224-535-8125 or 301-989-9659 to learn how we can serve your agency with any of the following services:

SIN 595-21 HR SERVICES

SUMMARY STATEMENT:HUMAN RESOURCE SERVICES (Excluding EEO Services) - Human Resource Services include (but not limited to) providing support in the functions of planning, recruitment and internal placement, position classification, personnel actions, training, employee relations, outplacement, function review/integration services and worker's compensation.

PLANNING. Our workforce planning and human capital assessment methodologies are practical and results-oriented. Experts have managerial, human capital, performance measurement, management analysis, organizational effectiveness and federal human resources backgrounds. They can help your agency achieve successful workforce planning outcomes.

RECRUITMENT AND INTERNAL PLACEMENT SERVICES. GRA employs former OPM and federal agency staffing experts who have headquarters and field office experience. They are well versed in qualification analysis, executive search and recruiting, developing KSA's, preparing crediting plans and rating schedules, rating and ranking applicants, developing vacancy announcements, and helping agencies operate delegated examining units.

TRAINING SERVICES. GRA trainers are HR subject matter experts who have either OPM or agency backgrounds. They can develop custom training for your needs, provide full-spectrum training, covering diverse topics such as sexual harassment prevention, introduction to position classification, pay issues, labor management negotiations, and performance measurement. We also assist agencies and their staff to design and deliver effective training.

POSITION CLASSIFICATION SERVICES. . GRA has experienced classifiers in 20 states and is one of the top providers of classification services to federal agencies. Classifiers have agency and OPM experience that includes classification development and appeals as well as evaluating agency programs, and working with Federal Labor Standards Act (FLSA) issues. We have expertise in applying the new Information Technology (IT) classification standard. GRA offers substantial discounts for volume as well as for off-site work, shipped overnight via FedEx. See Discounts, Section 6 at: <http://www.GRAinc.com/hrpricelist.asp>.

EMPLOYEE RELATIONS SERVICES. Our employee and labor relations experts have worked as professionals in various federal agencies. They care about the future of the profession and know the vigorous demands placed on agency program managers. They also understand relationships between unions and management and the how to achieve win-win outcomes. They can develop and deliver related training courses, from introduction to labor relations to interest-based bargaining.

OUTPLACEMENT SERVICES. GRA associates know federal staffing and excel in providing strong and concrete outplacement help to displaced employees. They are adept at setting up transition centers, conducting on-site training, and helping employees develop resumes and prepare for job interviews. We work with state employment agencies to secure unemployment funding. Knowing federal staffing, reduction-in-force (RIF), and priority placement programs is key because many affected employees will be seeking federal jobs in order to maintain career and retirement benefits.

REVIEW AND INTEGRATION SERVICES (Function Reviews). GRA's former OPM program evaluation managers have successfully planned and conducted nationwide reviews of agency HR programs. They understand the legal underpinnings of the federal government's personnel procedures and HR guidelines. GRA's strong consulting background and expertise has generated in significant savings to the government, as described in our case studies.

SIN 595-25 EEO SERVICES

GRA associates who perform EEO services and deliver training courses also have strong backgrounds in various federal human management resources areas, such as staffing, classification and employee relations. Their added depth enables them to excel in providing professional EEO training and consulting services, including alternative dispute resolution.

SIN 595-27 PRE-EMPLOYMENT SCREENING SERVICES

GRA performs pre-employment screening and employee misconduct investigations and related services for Federal agencies. Our highly-skilled staff members, many of whom have federal staffing or employee relations backgrounds, are located throughout the United States and can meet agency needs with maximum convenience and minimal travel cost to the agency. GRA's investigative services include the full range of conduct-related issues. We deliver investigative reports and related services promptly and have received high praise from our Federal agency clients.

I. COVER PAGE

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
AUTHORIZED FEDERAL SUPPLY SCHEDULE

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage! TM, a menu-driven data base system. The Internet address for GSA Advantage! TM is <http://www.gsa.gov>.

MULTIPLE AWARD, FEDERAL SUPPLY SCHEDULE, 738 X for HUMAN RESOURCES AND EEO SERVICES - 2FYP-AR-06-0004-B

CONTRACT NUMBER: GS-22F-8084H

For more information on ordering from Federal Supply Schedules, click Schedules button at <http://www.gsa.gov/>.

CONTRACT PERIOD: June 8, 2008 - June 7, 2013

CONTRACTOR: GRA, Inc., 2317 Falling Creek Road, Silver Spring, Maryland, 20904-5208; Tel: 301-989-9659 Fax: 301-989-9373

BUSINESS SIZE: Large

II. CUSTOMER INFORMATION

1. Table of Awarded General SIN-595-21 General Support Services (excludes EEO Services)

Includes: Planning, Recruitment and Internal Placement, Position Classification, Training; Employee Relations; Outplacement; Review and Integration Services.

1.a Table of Awarded EEO Services SIN 595-25

Includes: Preparation of an Analysis and Recommended Final Agency Decision (FAD); Alternative Dispute Resolution (ADR) and Mediation Services; and EEO Training and Consulting.

1.b Table of Awarded Pre-Employment Services SIN 595-27

Includes: misconduct investigations, pre-employment screening, and reference checks.

2. MAXIMUM ORDER: Customers are encouraged through the solicitation to inquire about possible additional concessions when an order for services exceeds \$1,000,000 for SINs 595-25 (EEO Services) and 595-21 (Human Resource Services).

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic delivery only (50 states and Puerto Rico)

5. POINTS OF PRODUCTION: Silver Spring, Montgomery County, Maryland

6. DISCOUNT FROM LIST PRICES: Federal customers qualify for a 5% discount on EEO related services when combined with Human Resources services.

Off-site Concessions:

- A 10% discount will apply to Federal customers who elect to have internal placement, qualification analysis, position classification, or outplacement work that is done off-site and is priced per hour.
- GRA will negotiate separate and distinct set of discounts for Federal customers who elect to have the following position classification services done off-site for a fixed-price:
 - Classification of a position with no audit or revision of the position description
 - Audit and classification of a position
 - Revision of a position description with subsequent classification
 - Pre-retirement seminars are offered at a 12.65% discount from regular HR and LMR training prices
- There are additional annual discounts for fixed-price position classification work, based on volume: 5% after the 100th case; 10% after the 300th case; and 15% after the 500th.

7. QUANTITY DISCOUNTS FOR ON-SITE WORK PRICED PER HOUR

- Annual discount for HR work priced per hour:
 - After 1,500 hours of HR work: 5%
- Negotiated Volume Discount: 7.35% to 36.74% for contracts placed for \$2,000,000 or more annually.

8. PROMPT PAYMENT TERMS: 10 days: 1% discount

9a. GOVERNMENT CREDIT CARDS ACCEPTED

9.b. NO DISCOUNTS FOR PAYMENT BY GOVERNMENT COMMERCIAL CREDIT CARD

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: Will adhere to delivery schedule specified in agencies' purchase orders, etc.

11.b. SPECIAL ITEMS AVAILABLE FOR EXPEDITED DELIVERY: All items noted in this price list are available for negotiated delivery

11.c OVERNIGHT AND 2-DAY DELIVERY: All items are available

11.d URGENT REQUIREMENTS: Contact Gary Koca, 630-837-6385 or Carlos F. Esparza, 301-989-9659

12. F.O.B. POINTS: Destination

13. ORDERING ADDRESS: GRA, Inc. | 2317 Falling Creek Road Silver Spring, MD 20904| 301-989-9659 | Fax: 301-989-9373

14. PAYMENT ADDRESS: GRA, Inc. | 2317 Falling Creek Road Silver Spring, MD 20904

15. WARRANTY PROVISION: The contractor warrants and implies that items delivered hereunder are merchantable and fit for the particular purpose of this contract.

16. EXPORT PACKING CHARGES: Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT COMMERCIAL CREDIT CARDS
ACCEPTANCE: Government cards accepted; no discounts apply.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: Not applicable.

19. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LIST
AND ANY DISCOUNTS: Not applicable.

20a. TERMS AND CONDITIONS OF INSTALLATION: Not applicable.

20b. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: Not applicable

21. LIST OF SERVICES AND DISTRIBUTION POINTS: GRA, Inc. | 2317 Falling Creek Road | Silver Spring, MD 20904

22. LIST OF PARTICIPATING DEALERS: Not applicable

23. PREVENTIVE MAINTENANCE: Not applicable

24a. Special attributes such as environmental attributes...Not Applicable

24b. Section 508 Compliance: Not applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) Number: 621871784

26. NOTIFICATION REGARDING REGISTRATION in CENTRAL CONTRACTOR
REGISTRATION (CCR) DATABASE: Our CAGE Code is 1LLG3

27. Uncompensated Overtime: (Not used)

Schedule 738X Price List

GRA, Inc.

Federal Agency Pricing for Human Resources Services

GS22F-8084H

(June 8, 2008 to June 7, 2013)

Note: GRA will discount prices below by 7.35% to 36.74% for contracts placed for \$2,000,000.00 or more annually.

PRICES FOR Awarded General SIN-595-21 General Support Services (excludes EEO Services) 595-25

Project Leader

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$194.67
Year 2	June 8, 2009 to June 7, 2010	\$200.51
Year 3	June 8, 2010 to June 7, 2011	\$206.53
Year 4	June 8, 2011 to June 7, 2012	\$212.72
Year 5	June 8, 2012 to June 7, 2013	\$219.10

Assistant Project Leader

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$166.86
Year 2	June 8, 2009 to June 7, 2010	\$171.87
Year 3	June 8, 2010 to June 7, 2011	\$177.02
Year 4	June 8, 2011 to June 7, 2012	\$182.33
Year 5	June 8, 2012 to June 7, 2013	\$187.80

Sr. HR Planning/Policy Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$152.44
Year 2	June 8, 2009 to June 7, 2010	\$157.01
Year 3	June 8, 2010 to June 7, 2011	\$161.72
Year 4	June 8, 2011 to June 7, 2012	\$166.58
Year 5	June 8, 2012 to June 7, 2013	\$171.57

HR Planning/Policy Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$117.42
Year 2	June 8, 2009 to June 7, 2010	\$120.94
Year 3	June 8, 2010 to June 7, 2011	\$124.57
Year 4	June 8, 2011 to June 7, 2012	\$128.31
Year 5	June 8, 2012 to June 7, 2013	\$132.16

HR Planning/Policy Assistant

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$56.65

Year 2	June 8, 2009 to June 7, 2010	\$58.35
Year 3	June 8, 2010 to June 7, 2011	\$60.10
Year 4	June 8, 2011 to June 7, 2012	\$61.90
Year 5	June 8, 2012 to June 7, 2013	\$63.76

Actuarial Science Work (Subject Matter Expert Rate)

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$321.88
Year 2	June 8, 2009 to June 7, 2010	\$331.53
Year 3	June 8, 2010 to June 7, 2011	\$341.48
Year 4	June 8, 2011 to June 7, 2012	\$351.72
Year 5	June 8, 2012 to June 7, 2013	\$362.27

Project Leader

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$133.90
Year 2	June 8, 2009 to June 7, 2010	\$137.92
Year 3	June 8, 2010 to June 7, 2011	\$142.05
Year 4	June 8, 2011 to June 7, 2012	\$146.32
Year 5	June 8, 2012 to June 7, 2013	\$150.71

Sr. Recruitment/Staffing Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$103.00
Year 2	June 8, 2009 to June 7, 2010	\$106.09
Year 3	June 8, 2010 to June 7, 2011	\$109.27
Year 4	June 8, 2011 to June 7, 2012	\$112.55
Year 5	June 8, 2012 to June 7, 2013	\$115.93

Recruitment/Staffing Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$88.58
Year 2	June 8, 2009 to June 7, 2010	\$91.24
Year 3	June 8, 2010 to June 7, 2011	\$93.97
Year 4	June 8, 2011 to June 7, 2012	\$96.79
Year 5	June 8, 2012 to June 7, 2013	\$99.70

Recruitment/Staffing Assistant

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$46.35
Year 2	June 8, 2009 to June 7, 2010	\$47.74
Year 3	June 8, 2010 to June 7, 2011	\$49.17
Year 4	June 8, 2011 to June 7, 2012	\$50.65
Year 5	June 8, 2012 to June 7, 2013	\$52.17

Position Classification Project Leader

Rate per Hour

Year 1	June 8, 2008 to June 7, 2009	\$133.90
Year 2	June 8, 2009 to June 7, 2010	\$137.92
Year 3	June 8, 2010 to June 7, 2011	\$142.05
Year 4	June 8, 2011 to June 7, 2012	\$146.32
Year 5	June 8, 2012 to June 7, 2013	\$150.71

Sr. Position Classification Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$103.00
Year 2	June 8, 2009 to June 7, 2010	\$106.09
Year 3	June 8, 2010 to June 7, 2011	\$109.27
Year 4	June 8, 2011 to June 7, 2012	\$112.55
Year 5	June 8, 2012 to June 7, 2013	\$115.93

Classification Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$88.58
Year 2	June 8, 2009 to June 7, 2010	\$91.24
Year 3	June 8, 2010 to June 7, 2011	\$93.97
Year 4	June 8, 2011 to June 7, 2012	\$96.79
Year 5	June 8, 2012 to June 7, 2013	\$99.70

Classification Assistant

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$46.35
Year 2	June 8, 2009 to June 7, 2010	\$47.74
Year 3	June 8, 2010 to June 7, 2011	\$49.17
Year 4	June 8, 2011 to June 7, 2012	\$50.65
Year 5	June 8, 2012 to June 7, 2013	\$52.17

Employee Relations Project Leader

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$166.86
Year 2	June 8, 2009 to June 7, 2010	\$171.87
Year 3	June 8, 2010 to June 7, 2011	\$177.02
Year 4	June 8, 2011 to June 7, 2012	\$182.33
Year 5	June 8, 2012 to June 7, 2013	\$187.80

Employee Relations Assistant Project Leader

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$146.26
Year 2	June 8, 2009 to June 7, 2010	\$150.65
Year 3	June 8, 2010 to June 7, 2011	\$155.17
Year 4	June 8, 2011 to June 7, 2012	\$159.82
Year 5	June 8, 2012 to June 7, 2013	\$164.62

Sr. Employee Relations Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$133.90

Year 2	June 8, 2009 to June 7, 2010	\$137.92
Year 3	June 8, 2010 to June 7, 2011	\$142.05
Year 4	June 8, 2011 to June 7, 2012	\$146.32
Year 5	June 8, 2012 to June 7, 2013	\$150.71

Employee Relations Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$103.00
Year 2	June 8, 2009 to June 7, 2010	\$106.09
Year 3	June 8, 2010 to June 7, 2011	\$109.27
Year 4	June 8, 2011 to June 7, 2012	\$112.55
Year 5	June 8, 2012 to June 7, 2013	\$115.93

Employee Relations Assistant

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$46.35
Year 2	June 8, 2009 to June 7, 2010	\$47.74
Year 3	June 8, 2010 to June 7, 2011	\$49.17
Year 4	June 8, 2011 to June 7, 2012	\$50.65
Year 5	June 8, 2012 to June 7, 2013	\$52.17

Outplacement Project Leader

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$133.90
Year 2	June 8, 2009 to June 7, 2010	\$137.92
Year 3	June 8, 2010 to June 7, 2011	\$142.05
Year 4	June 8, 2011 to June 7, 2012	\$146.32
Year 5	June 8, 2012 to June 7, 2013	\$150.71

Sr. Outplacement Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$103.00
Year 2	June 8, 2009 to June 7, 2010	\$106.09
Year 3	June 8, 2010 to June 7, 2011	\$109.27
Year 4	June 8, 2011 to June 7, 2012	\$112.55
Year 5	June 8, 2012 to June 7, 2013	\$115.93

Outplacement Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$88.58
Year 2	June 8, 2009 to June 7, 2010	\$91.24
Year 3	June 8, 2010 to June 7, 2011	\$93.97
Year 4	June 8, 2011 to June 7, 2012	\$96.79
Year 5	June 8, 2012 to June 7, 2013	\$99.70

Outplacement Assistant

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$46.35
Year 2	June 8, 2009 to June 7, 2010	\$47.74

Year 3	June 8, 2010 to June 7, 2011	\$49.17
Year 4	June 8, 2011 to June 7, 2012	\$50.65
Year 5	June 8, 2012 to June 7, 2013	\$52.17

Prices for Executive Search Consultant Services

		Rate per Day
Year 1	June 8, 2008 to June 7, 2009	\$1,664.48
Year 2	June 8, 2009 to June 7, 2010	\$1,714.41
Year 3	June 8, 2010 to June 7, 2011	\$1,765.85
Year 4	June 8, 2011 to June 7, 2012	\$1,818.82
Year 5	June 8, 2012 to June 7, 2013	\$1,873.39

Prices for HR and LMR Training Courses

		Rate per Day
Year 1	June 8, 2008 to June 7, 2009	\$1,951.85
Year 2	June 8, 2009 to June 7, 2010	\$2,010.41
Year 3	June 8, 2010 to June 7, 2011	\$2,070.72
Year 4	June 8, 2011 to June 7, 2012	\$2,132.84
Year 5	June 8, 2012 to June 7, 2013	\$2,196.82

Prices for Pre-Retirement Seminars

		Rate per Day
Year 1	June 8, 2008 to June 7, 2009	\$1,704.95
Year 2	June 8, 2009 to June 7, 2010	\$1,756.09
Year 3	June 8, 2010 to June 7, 2011	\$1,808.77
Year 4	June 8, 2011 to June 7, 2012	\$1,863.04
Year 5	June 8, 2012 to June 7, 2013	\$1,918.92

Review and Integrations Project/Review Team Leader

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$169.95
Year 2	June 8, 2009 to June 7, 2010	\$175.05
Year 3	June 8, 2010 to June 7, 2011	\$180.30
Year 4	June 8, 2011 to June 7, 2012	\$185.71
Year 5	June 8, 2012 to June 7, 2013	\$191.28

Assistant Review Team Leader

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$146.26
Year 2	June 8, 2009 to June 7, 2010	\$150.65
Year 3	June 8, 2010 to June 7, 2011	\$155.17
Year 4	June 8, 2011 to June 7, 2012	\$159.82
Year 5	June 8, 2012 to June 7, 2013	\$164.62

Sr. HR Review Team Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$133.90
Year 2	June 8, 2009 to June 7, 2010	\$137.92
Year 3	June 8, 2010 to June 7, 2011	\$142.05

Year 4	June 8, 2011 to June 7, 2012	\$146.32
Year 5	June 8, 2012 to June 7, 2013	\$150.71

HR Review Team Specialist

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$103.00
Year 2	June 8, 2009 to June 7, 2010	\$106.09
Year 3	June 8, 2010 to June 7, 2011	\$109.27
Year 4	June 8, 2011 to June 7, 2012	\$112.55
Year 5	June 8, 2012 to June 7, 2013	\$115.93

Technical Professional (e.g., CPA)

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$273.98
Year 2	June 8, 2009 to June 7, 2010	\$282.20
Year 3	June 8, 2010 to June 7, 2011	\$290.67
Year 4	June 8, 2011 to June 7, 2012	\$299.39
Year 5	June 8, 2012 to June 7, 2013	\$308.37

HR Review Assistant

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$56.65
Year 2	June 8, 2009 to June 7, 2010	\$58.35
Year 3	June 8, 2010 to June 7, 2011	\$60.10
Year 4	June 8, 2011 to June 7, 2012	\$61.90
Year 5	June 8, 2012 to June 7, 2013	\$63.76

PRICING FOR SIN 595-25 EEO SERVICES

Final Agency Decision (Per Case)

		Rate per Case
Year 1	June 8, 2008 to June 7, 2009	\$1,149.48
Year 2	June 8, 2009 to June 7, 2010	\$1,183.96
Year 3	June 8, 2010 to June 7, 2011	\$1,219.48
Year 4	June 8, 2011 to June 7, 2012	\$1,256.07
Year 5	June 8, 2012 to June 7, 2013	\$1,293.75

Alternative Dispute Resolution - Organizational Issues (Per Day)

		Rate per Day
Year 1	June 8, 2008 to June 7, 2009	\$2,163.00
Year 2	June 8, 2009 to June 7, 2010	\$2,227.89
Year 3	June 8, 2010 to June 7, 2011	\$2,294.73
Year 4	June 8, 2011 to June 7, 2012	\$2,363.57
Year 5	June 8, 2012 to June 7, 2013	\$2,434.48

Sr. ADR Mediator

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$194.67

Year 2	June 8, 2009 to June 7, 2010	\$200.51
Year 3	June 8, 2010 to June 7, 2011	\$206.53
Year 4	June 8, 2011 to June 7, 2012	\$212.72
Year 5	June 8, 2012 to June 7, 2013	\$219.10

EEO Mediator

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$117.42
Year 2	June 8, 2009 to June 7, 2010	\$120.94
Year 3	June 8, 2010 to June 7, 2011	\$124.57
Year 4	June 8, 2011 to June 7, 2012	\$128.31
Year 5	June 8, 2012 to June 7, 2013	\$132.16

EEO Training Courses (Per Day)

		Rate per Day
Year 1	June 8, 2008 to June 7, 2009	\$1,951.85
Year 2	June 8, 2009 to June 7, 2010	\$2,010.41
Year 3	June 8, 2010 to June 7, 2011	\$2,070.72
Year 4	June 8, 2011 to June 7, 2012	\$2,132.84
Year 5	June 8, 2012 to June 7, 2013	\$2,196.82

(Prices are for off- or on- the shelf training, inclusive of all materials, e.g., workbooks, manuals, etc.). For training conducted at government site. Minimum number of students: 7; Maximum number: 20

PRICES FOR SIN 595-27 PRE-EMPLOYMENT SCREENING

Prices for Misconduct Investigations

Attorney-Investigator

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$110.21
Year 2	June 8, 2009 to June 7, 2010	\$113.52
Year 3	June 8, 2010 to June 7, 2011	\$116.92
Year 4	June 8, 2011 to June 7, 2012	\$120.43
Year 5	June 8, 2012 to June 7, 2013	\$124.04

Investigator-Misconduct Investigations

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$82.40
Year 2	June 8, 2009 to June 7, 2010	\$84.87
Year 3	June 8, 2010 to June 7, 2011	\$87.42
Year 4	June 8, 2011 to June 7, 2012	\$90.04
Year 5	June 8, 2012 to June 7, 2013	\$92.74

Investigator, Pre-employment Screening (Spot Checks)

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$88.58
Year 2	June 8, 2009 to June 7, 2010	\$91.24
Year 3	June 8, 2010 to June 7, 2011	\$93.97
Year 4	June 8, 2011 to June 7, 2012	\$96.79

Year 5	June 8, 2012 to June 7, 2013	\$99.70
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Verification of Employment - Per Hour

		Rate per Hour
Year 1	June 8, 2008 to June 7, 2009	\$41.20
Year 2	June 8, 2009 to June 7, 2010	\$42.44
Year 3	June 8, 2010 to June 7, 2011	\$43.71
Year 4	June 8, 2011 to June 7, 2012	\$45.02
Year 5	June 8, 2012 to June 7, 2013	\$46.37

Positive Cases - Per Reference Check

		Rate per Check
Year 1	June 8, 2008 to June 7, 2009	\$119.48
Year 2	June 8, 2009 to June 7, 2010	\$123.06
Year 3	June 8, 2010 to June 7, 2011	\$126.76
Year 4	June 8, 2011 to June 7, 2012	\$130.56
Year 5	June 8, 2012 to June 7, 2013	\$134.48

Negative Cases - Per Reference Check

		Rate per Check
Year 1	June 8, 2008 to June 7, 2009	\$147.29
Year 2	June 8, 2009 to June 7, 2010	\$151.71
Year 3	June 8, 2010 to June 7, 2011	\$156.26
Year 4	June 8, 2011 to June 7, 2012	\$160.95
Year 5	June 8, 2012 to June 7, 2013	\$165.78

Labor Category Definitions for GRA, Inc.

[Project Leader](#)

[Assistant Project Leader](#)

[Senior HR Planning Specialist/Policy Specialist](#)

[HR Planning/Policy Specialist](#)

[Senior Employee Relations Specialist](#)

[Employee Relations Specialist](#)

[Senior Recruitment/Staffing Specialist](#)

[Recruitment/Staffing Specialist](#)

[Senior Position Classification Specialist](#)

[Position Classification Specialist](#)

[Senior Review and Integration Specialist](#)

[Review and Integration Specialist](#)

[Senior Outplacement Specialist](#)

[Outplacement Specialist](#)

[Senior Alternate Dispute Resolution \(ADR\) Specialist \(Sr. Mediator\)](#)

[Alternate Dispute Resolution \(ADR\) Specialist \(Mediator\)](#)

[Investigator \(Pre-Screening or Misconduct Investigations\)](#)

[Attorney-Investigator](#)

[Executive Search Consultant](#)

[Human Resources Assistant](#)

[Administrative Support Specialist](#)

[Office Assistant](#)

Project Leader

Establishes goals, project and/or business plans for area(s) of responsibility and has broad latitude for making decisions on behalf of the company as concerns managing resources and processes attendant to complex and challenging projects. Sets goals, timetables, milestones, and makes commitments on behalf of the company. Is the primary company interface with the client for the purposes of project management, contract management, and/or operations management. Continually evaluates project status, resources assigned, status, and the quality and timeliness of required deliverables under the contract. Identifies issues and problems impending project success and brings to the attention of company associates and/or the client for resolution. Responds on behalf of the company to client concerns regarding the quality and timeliness of services being rendered. Makes changes and adjustments to address client concerns and changing business and other conditions. As needed, lends expertise, technical advice and assistance to other company associates or the client in meeting project needs.

Qualifications: At least 15 years of directly related work experience in one or more HR management, program, or policy analysis/research, or consulting disciplines OR an BA/BS or advanced degree (e.g., MA/MS/MBA or PhD, etc.) and at least 10 years of work experience related to the consulting project or assignment. Proven prior experience in leading broad HR organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.

Assistant Project Leader

Establishes goals, project and/or business plans for area(s) of responsibility and has broad latitude for making decisions on behalf of the company as concerns managing resources and processes attendant to the project/assignment. Sets goals, timetables, milestones, and makes commitments on behalf of the company. Is the primary company interface with the client for the purposes of project management, contract management, and/or operations management. Continually evaluates project status, resources assigned, status, and the quality and timeliness of required deliverables under the contract. Identifies issues and problems impending project success and brings to the attention of company associates and/or the client for resolution. Responds on behalf of the company to client concerns regarding the quality and timeliness of services being rendered. Makes changes and adjustments to address client concerns and changing business and other conditions. As needed, lends expertise, technical advice and assistance to other company associates or the client in meeting project needs.

Qualifications: At least 10 years of directly related work experience in one or more HR management, program, or policy analysis/research or consulting disciplines OR a BA/BS degree and at least 6 years of work experience related to the HR consulting project/assignment. Proven prior experience in leading HR organizational, management, program, policy, operational or research projects requiring skillful planning, oversight, coordination, and client interface.

Senior HR Planning/Policy Specialist

Is an authority on a full range of human capital management issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in human capital planning and/or analysis, policy analysis, research, and/or development, management, analysis, organizational effectiveness and/or related federal human resources issues. Provides expert support for conducting analysis of HR planning or policy needs and future trends. Other services may include program planning and/or compliance reviews, analyzing performance outcomes; negotiating performance benchmarks; preparing and presenting oral and written statistical, financial, and narrative reports regarding the status of performance measures and other required subjects of reporting. Conducts HR research and analyses of labor market trends; workforce planning systems, and/or skill needs assessments. Prepares new or modified HR policies, programs, and systems involving complex human resources related issues as requested by the client.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth human capital planning and or policy development experience for the Federal government performing the foregoing types of functions. An additional four years of directly related HR planning or similar experience may be substituted for the Bachelor's degree.

HR Planning/Policy Specialist

Assists clients in a range of human capital management issues involving varying levels of complexity. Provides a variety of assistance to Federal agencies in human capital planning and/or analysis, policy analysis, research, and/or development, management, analysis, organizational effectiveness and/or related federal human resources issues. Provides expert support for conducting analysis of HR planning or policy needs and future trends. Other services may include program planning and/or compliance reviews, analyzing performance outcomes; negotiating performance benchmarks; preparing and presenting oral and written statistical, financial, and narrative reports regarding the status of performance measures and other required subjects of reporting. Conducts HR research and analyses of labor market trends; workforce planning systems, and/or skill needs assessments. Prepares new or modified HR policies, programs, and systems involving a variety of human resources related issues as requested by the client.

Qualifications: A Bachelor's degree and three to five years of human capital planning and or policy development experience performing the foregoing types of functions for the Federal government performing the foregoing functions. An additional three years of related HR planning or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Senior Employee Relations Specialist

Is an authority on a full range of Employee Relations cases and issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in carrying out their authority to discipline employees – i.e., suspend, demote, furlough, or remove employees or take other actions that address workplace disputes. May also be called upon to assist agencies in taking complex non-disciplinary actions such as medical inability to perform that impact

employee performance, or reliability as well as the application of reasonable accommodation as it relates to the employment process, for applicants or current Federal employees.

Provides expert assistance to Federal agencies in carrying out performance-based actions to demote, or remove employees for "unacceptable performance;" review decisions of the Merit Systems Review Board and arbitrators to ensure that the laws and regulations are properly applied, and provide guidance to Federal agencies and employees on how to address and resolve poor performance.

Provides expert advice to Federal agencies in applying alternative methods to traditional, formal dispute resolution including mediation, facilitation, fact-finding, interest-based negotiation, and arbitration. All are designed to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Federal employee relations or similar (e.g., labor relations, alternative dispute resolution, mediation, labor relations, fact-finding/misconduct investigations, arbitration) experience performing the foregoing types of functions. An additional four years of directly related Federal employee relations or similar experience may be substituted for the Bachelor's degree.

Employee Relations Specialist

Assists clients in carrying out one or more employee relations activities. For example:

Provides journey-level technical support to agencies in exercising their authority to suspend, demote, furlough, or remove employees in adverse actions are based upon misconduct, unacceptable performance, or a combination of both.

Assists Federal agencies in carrying out performance-based actions to demote, or remove employees for unacceptable performance.

Provides journey-level, knowledge, advice and assistance to agencies in one or more areas of alternative dispute resolution such as mediation, fact-finding, administrative inquiries, etc.

Qualifications: A Bachelor's degree and three to five years of related employee relations or similar (e.g., labor relations, alternative dispute resolution, mediation, labor relations, fact-finding/misconduct investigations, arbitration) experience for the Federal government performing the foregoing functions. An additional three years of related employee relations or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Senior Recruitment/Staffing Specialist

Is an authority on a full range of Recruitment, Staffing and Internal Placement issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in carrying out their authority to recruit – i.e., announce, develop crediting plans, rate and rank applications

or take other actions that address the filling of positions from either internal or external sources. May also be called upon to assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials.

Applies advanced skills and knowledge of Federal HR business processes to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients to provide HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some or all of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Senior Recruitment and Staffing Specialists evaluate employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, makes recommendations on starting salaries, and provides applicants with information as needed. May check references, extend formal job offers, work with outside agencies and vendors, etc.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

Recruitment/Staffing Specialist

Provides assistance to clients in carrying out their authority to recruit and staff – i.e., announce, develop crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. May also be called upon to assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials.

Applies journey level skills and knowledge of Federal HR to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients to provide HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, makes recommendations on starting salaries, and provides applicants with information as needed. May check references, extend formal job offers, work with outside agencies and vendors, etc.

Qualifications: A Bachelor's degree and at least three to five years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

Senior Position Classification Specialist

Is an authority on a full range of position classification/management and/or compensation issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in carrying out their authority to classify and manage positions.

The Senior Specialist maybe responsible for performing a variety of more difficult and complex assignments in various phases of position classification and/or compensation administration. May conduct special occupational or job analysis studies. Responsibilities include analysis recommendations for classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with the more complex and dynamic organizations in terms of reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of considerable judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies.

Receives and reviews a variety of the more complex and difficult classification requests; discusses duties and responsibilities of positions under review by field audit; advises departmental officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action.

Performs a variety of special assignments of a comprehensive nature relating to classification or pay; also performs detailed studies and analyses that are complex in nature with responsibility for providing recommendations for final action and verbal presentation of findings to departmental officials.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Federal position classification/management and/or compensation experience performing the foregoing types of functions. An additional four years of directly related Federal position classification or similar experience may be substituted for the Bachelor's degree.

Position Classification Specialist

Assists clients in carrying out their position classification/management and/or compensation responsibilities. For example:

Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies, and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification

theory, principles and methods and the ability to deal tactfully with officials in departments and agencies.

Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action.

Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.

Qualifications: A Bachelor's degree and three to five years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Senior Review and Integration Specialist

Conducts detailed reviews or evaluations of human resources systems and/or programs, organizational structures, HR workflow processes, and/or process reengineering in complex environments. Extensive knowledge of and experience in applying management tools and fundamental review concepts.

Performs complex functional analyses of HR administrative and/or programmatic areas to identify and describe specific characteristics for defining functions and establishing functional relationships. This may include aligning functions within an existing organizational structure to take advantage of subject matter expertise; recommending new organizational structures that incorporate existing and newly defined functions; and demonstrating how management can maintain organizational flexibility within a structure that requires a high level of expertise across diverse functional areas by utilizing approaches such as matrix management.

Develops and/or utilizes HR standards, regulations, metrics and other means to evaluate programs and systems or to assess organizational performance or adherence to federal or agency HR requirements.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth HR program, policy, and/or systems evaluation or review experience performing the foregoing types of functions. An additional four years of directly related or similar experience may be substituted for the Bachelor's degree.

Review and Integration Specialist

Assists clients in conducting reviews and evaluations of HR systems and or programs, organizational structures, HR workflow processes, and/or process reengineering. Journey-level knowledge of and experience in applying management tools and fundamental review concepts.

Performs moderately detailed functional analyses of HR administrative and programmatic areas to identify and describe specific characteristics for defining functions and establishing functional relationships. This may include aligning functions within an existing organizational structure to take advantage of subject matter expertise; recommending new organizational structures that incorporate existing and newly defined functions; and demonstrating how management can maintain organizational flexibility.

Develops and/or utilizes HR standards, regulations, metrics and other means to evaluate programs and systems or to assess organizational performance or adherence to federal or agency HR requirements.

Qualifications: A Bachelor's degree and three to five years of HR program, policy, and/or systems evaluation or review experience performing the foregoing types of functions for the Federal government. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Senior Outplacement Specialist

Is an authority on a full range of Outplacement Services for employees displaced due to downsizing, reorganization, workforce restructuring, competitive sourcing, reduction in force and other related activities.

Provides expert assistance to clients in establishing career transition centers, conducting on-site training and helping employees develop resumes and prepare for job interviews. Supports employees undergoing the separation process by providing comprehensive advice on their abilities, prospects, marketing their employment portfolio and considering alternative career directions, all designed to make their transition as smooth as possible.

Provides expert training, counseling and guidance in areas such as self-assessment; knowledge, skills, and abilities (KSA) assessment; job aptitude/interest inventories; group and individual counseling; career and job workshops; resume writing; job search methods; interview and negotiation techniques; stress management; personal financial management; and job training; and provides retirement assistance.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth staffing, reduction-in-force (RIF), priority placement programs and/or outplacement services experience performing the foregoing types of functions. An additional four years of directly related Outplacement Services or similar experience may be substituted for the Bachelor's degree.

Outplacement Specialist

Assists clients with Outplacement Services for employees displaced due to downsizing, reorganization, workforce restructuring, competitive sourcing, reduction in force and other related activities.

Provides assistance to Federal agencies in career transition centers, conducting on-site training and helping employees develop resumes and prepare for job interviews. Supports employees undergoing the separation process by providing comprehensive advice on their abilities, prospects, marketing their employment portfolio and considering alternative career directions, all designed to make their transition as smooth as possible.

Provides training, counseling and guidance in areas such as self-assessment; knowledge, skills, and abilities (KSA) assessment; job aptitude/interest inventories; group and individual counseling; career and job workshops; resume writing; job search methods; interview and negotiation techniques; stress management; personal financial management; and job training; and provides retirement assistance.

Qualifications: A Bachelor's degree and three to five years of staffing, reduction-in-force (RIF), priority placement programs and/or outplacement services experience in the Federal government performing the foregoing functions. An additional three years of related outplacement services or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Senior Alternate Dispute Resolution (ADR) Specialist (Sr. Mediator)

Is an authority in applying alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiation, peer review, counseling and/or arbitration. All are designed to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Has expert experience in understanding and resolving employee disputes. May be called upon to provide expert assistance to the agency and employee in establishing a neutral method of dispute resolution and administrative review. May act as an ombudsperson, mediator, counselor, fact-finder and/or other facilitative resource at informal resolution sessions. Reviews cases, applications, files, records, etc., to determine action to be taken.

Provides expert and thorough knowledge of appropriate laws, rules, regulations, policies and procedures in advising employees and agency officials. Researches the claimant's case to ensure that all aspects of the case are addressed at the informal resolution meeting and that claimants have enough knowledge and information to obtain a fair settlement. Uses expertise in reviewing related administrative and appropriate case documents. May be responsible for performing related administrative tasks including the preparation of appropriate case documents, filing, and computer input or reporting.

Qualifications: A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Alternate Dispute Resolution (ADR) experience performing the foregoing types of functions. An additional four years of directly related Federal ADR or similar experience may be substituted for the Bachelor's degree.

Alternate Dispute Resolution (ADR) Specialist (Mediator)

Is a journey-level authority on understanding and resolving employee disputes. Provides assistance to clients in carrying out their authority to avoid formal hearings and litigation for the

protection of the interests of both the employee and the agency via a neutral method of alternative dispute resolution and/or administrative review.

Provides thorough knowledge of appropriate laws, rules, regulations, policies and procedures in advising employees and agency officials. May act as an ombudsperson, mediator, counselor, fact-finder and/or other facilitative resource at informal resolution sessions. The ADR Specialist provides claimants with vital information concerning their rights, options and benefits, and researches the claimant's case to ensure that all aspects of the case are addressed at the informal resolution meeting. Facilitates resolution between the disputing parties at an informal resolution hearing, remaining impartial to both parties. Settles or resolves issues or complaints. May be responsible for performing related administrative tasks including the preparation of appropriate case documents, filing, and computer input or reporting.

Qualifications: A Bachelor's degree and at least three to five years of directly related progressively responsible and in-depth ADR experience performing the foregoing types of functions. An additional four years of directly related Federal ADR or similar experience may be substituted for the Bachelor's degree.

Investigator (Pre-Employment Screening or Misconduct Investigations)

Experienced at conducting thorough pre-employment screenings or investigations into allegations of employee misconduct, some of which are of a complex nature. Pre-employment and misconduct issues may require detailed inquiry and may concern violations of policy, rules, regulations, or law that could result in discipline, disqualification, removal or disbarment from Federal employment. Experienced in the full range of pre-employment inquiries (e.g., reference checking) and/or in all three major phases of misconduct investigations: preparing for the investigation; securing written statements, obtaining documentary evidence and developing statistical information when required; and preparing the Report of Investigation.

For misconduct investigations, takes written statements signed under penalty of perjury from parties having knowledge pertinent to the alleged employee misconduct, assembles the investigative files, and prepares the applicable report of investigation (ROI). The investigation includes a thorough review of the circumstances under which the alleged misconduct occurred. For pre-screening investigations, obtains information and documentation relative to candidate suitability for employment. Findings are then prepared and presented in a clear, logical, impartial, and properly documented manner to enable the agency to determine and support the appropriate course of action. Applicable laws, rules, regulations, policies and employment practices are referenced to provide a basis and context for investigative findings.

Qualifications: A Bachelor's degree and three to five years of fact-finding/investigative or similar (e.g., recruitment/staffing, employee relations, labor relations, alternative dispute resolution, mediation, or arbitration) experience in the Federal government performing the foregoing types of functions. Knowledgeable of investigative methodologies used to conduct fact finding, collect information and summarize feedback. This includes interviewing, reference-checking, probing, corroborating and conducting other types of fact-finding. Knowledgeable of Federal employment, employee relations, and EEO principles as well as standards of conduct,

merit principles, prohibited personnel practices and other Title 5 employment related matters. An additional three years of related experience in the public or private sector may be substituted for the Bachelor's degree.

Attorney-Investigator (Misconduct Investigations)

Experienced at conducting comprehensive investigations into complex allegations of employee misconduct, including at preparation of analyses of the issues and applicable case law. Alleged misconduct may concern violations of policy, rules, regulations, or law that could result in discipline, disqualification, removal or disbarment from Federal employment, contracts, entitlements or benefits. Experienced in all three major phases of misconduct investigations: preparing for the investigation; securing written statements, obtaining documentary evidence and developing statistical information when required; and preparing the Report of Investigation.

Takes written statements signed under penalty of perjury from parties having knowledge pertinent to the alleged employee misconduct, assembles the investigative files, and prepares the applicable report of investigation (ROI). Obtains other information and documentation relative to the allegations. Findings are then prepared and presented in a clear, logical, impartial, and properly documented manner in a Report of Investigation to enable the agency to determine and support the appropriate course of action in an employee misconduct case. The investigation includes a thorough review of the circumstances under which the alleged misconduct occurred. Applicable laws, rules, regulations, policies and practices are referenced to provide a basis and context for investigative efforts.

Qualifications: A law degree and three to four years of fact-finding/investigative or similar (e.g., practice of law, employee relations, labor relations, alternative dispute resolution, mediation, or arbitration) experience in the Federal government performing the foregoing type of functions. Knowledgeable of the law and investigative methodologies used to conduct fact finding and other inquiries, including surveillance techniques. This includes interviewing, probing, corroborating and summarizing information. Highly knowledgeable of Federal employee relations and EEO principles and regulatory requirements covering, anti-discrimination laws, disciplinary and adverse actions, ethics, standards of conduct, merit principles, prohibited personnel practices and other Title 5 employment related matters.

Executive Search Consultant

Consultant plans and executes exhaustive searches for senior level experts as well as high level managers and executives. May be assigned to hard to fill positions that have a high level of difficulty in attracting viable candidates because of the unique and specialized nature of the job, a highly competitive labor market, and/or because prior recruitment efforts have failed to yield highly qualified candidates. The Consultant develops a thorough understanding of an organization's mission and business processes as related to recruitment of high level talent and coupled with an expert knowledge of executive search principles and practices, conducts internal focus meetings with subject matter experts and managers to ascertain the key elements and characteristics that are needed in the position to be filled. Typically prepares for client review a detailed talent sourcing and search strategy involving a variety of marketing and media outlets.

May be asked to draft supportive outreach and recruitment material and present to the client. Consultant may use his/her personal networks and contacts to aid in the talent search for viable candidates and may assist the client in conducting reference checks, conducting pre-interview screening or otherwise vetting prospective candidates for the consideration of selecting officials.

Qualifications: A Bachelor's degree and at least three to five years of directly related progressively responsible and in-depth executive search experience performing the foregoing types of functions. An additional four years of directly related HR staffing or similar experience may be substituted for the Bachelor's degree.

Human Resources Assistant

Provides technical assistance and/or support to HR or other administrative professionals in one or more functional areas of human resources (e.g., HR planning, recruitment/staffing, position classification, employee relations, outplacement, HR reviews, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, developing announcements, rating and ranking applications, preparing certificates etc for routine occupations and positions. Also, may assist in conducting and/or performing duties in the review of OPFs, development and review of eOPFSs and in processing personnel actions. In the classification area may perform classification support or technician support work for routine positions such as technical and clerical positions, completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. In the employee relations area may perform technical support work through the establishment, maintenance and retrieval of employee relations case files and materials, update case tracking logs, and/or perform routine internet or other research to support employee relations specialists.

Qualifications: At least two years of experience in an operating office environment that provided the opportunity to assist HR or management professionals in one or more disciplines in the performance of their duties. Working knowledge of office support hardware and software and document preparation. A high school diploma or GED.

Administrative Support Specialist

Performs a variety of administrative functions to support the operations of an organizational unit. Functions may include establishing and maintaining filing systems, data input processes, logs and tracking mechanisms and/or assisting management in the preparation, recordation and reconciliation of administrative documents. May be called upon to interface with administrative providers in the organization such as facilities and space management, human resources, security and financial management offices; scheduling and maintenance of key official's calendars; and, similar duties that require seasoned judgment, tact and discretion and an understanding of the business environment.

Qualifications: At least two years of experience in an office environment which provided the opportunity to become involved with administrative support processes and practices. Working

knowledge of office support hardware and software and document preparation; high school diploma or GED.

Office Assistant

Prepares routine material, performs data input into pre-formatted data bases, files, copies and performs other clerical and office assistance tasks. May answer phones, distribute materials and perform other such clerical/administrative duties.

Qualifications: At least one year experience in an office environment with working knowledge of office support hardware and software and document preparation; high school diploma or GED.